

9. Subdivision Site Plans

(See zoning ordinance [§ 70-203](#), Subdivision Site Plan)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at community.development@herndon-va.gov or 703-787-7380 for complete permitting requirements.

When is a Subdivision Site Plan required?

Any development proposed within the town is subject to the town's zoning and subdivision regulations. A subdivision site plan is submitted prior to the approval of the final subdivision plat and deed. The Subdivision Site Plan must be consistent with a valid preliminary subdivision site plan as approved by the Town Council. If the Subdivision Site Plan is consistent with the approved preliminary subdivision site plan, it can be approved administratively by the Zoning Administrator.

What are the submittal requirements for a Subdivision Site Plan application?

- ☐ Must conform with the standards and requirements outlined in [§70-202](#) (c). The application must also include the items described in [§78-201.3](#);
- ☐ Must conform with proffered statements, plans, profiles, elevations, or other demonstrative materials. A request to modify proffered conditions requires the filing of a Proffer Condition Amendment;
- ☐ Must obtain all wetlands permits required by law prior to commencing land-disturbing activities and must provide evidence of permits to the reviewing authority.
- ☐ Post Performance Sureties for the subdivision in accordance with [§78-204](#). Performance Guarantees. (See also User Guide #11. Performance Guarantees.)

How long is a Subdivision Site Plan valid for?

A Subdivision Site Plan automatically expires at the end of a five-year period following the date of the last recorded final plat if a building permit for at least one building in the development proposed in the Subdivision Site Plan is not approved, if buildings are planned. If no buildings are planned, the Subdivision Site Plan automatically expires at the end of a five-year period following the date of its

approval by the reviewing authority. A change in ownership of the property does not affect this time frame.

Is it possible to get an extension?

Yes. An applicant can submit a written application at least 30 days prior to the expiration of the Subdivision Site Plan. The reviewing authority that approved the Subdivision Site Plan may grant a six month extension if the applicant demonstrates good cause for requesting the extension. The approval is deemed extended until the reviewing authority has acted on the extension request.

What happens after the Subdivision Site Plan is approved?

Once the Subdivision Site Plan is approved by the reviewing authority, a house location survey must be submitted per [§70-203](#)(g) prior to the issuance of a Certificate of Occupancy for any new or replacement single-family detached or duplex dwelling built in accordance with a Subdivision Site Plan. An as-built site plan must also be submitted upon completion of the development. The as-built site plan must be prepared by a licensed surveyor or engineer and must meet standards outlined in [§78-202.6](#)(n).

Are any other land use permits required after Subdivision Site Plan approval?

Yes. Permits may include:

- ☐ Clearing and grading permits;
- ☐ Subdivision approval as applicable;
- ☐ Zoning Appropriateness Permit;
- ☐ Sign permits;
- ☐ Certificate of Appropriateness for development in the Heritage Preservation Overlay District;
- ☐ Approval by the Architectural Review Board for non-single-family development outside of the Heritage Preservation Overlay District;
- ☐ Building Permits as applicable.

Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call 703-787-7380 or e-mail community.development@herndon-va.gov to make an appointment to see a member of the Department of Community Development.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail buildinginspections@herndon-va.gov to make an appointment to see the Building Official.

Visit the Planning and Zoning page on the Town's web site, www.herndon-va.gov to view the Department of Community Development web site for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

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